Sealed bids are invited to install carpeting to various rooms located on the Middle Floor in Buildings D and E, consisting of approximately 750 square yards of carpet tile using the PermaLink Adhesive Tape System and 250 square yards of 12 foot rolled. Illinois Valley Community College will supply carpet and adhesive tape. Specifications and scope of work are enclosed.

INSTRUCTIONS TO BIDDERS
Bids will be accepted until 1:00 p.m., May 30, 2007 at the office of Pat Reed, Director of Purchasing, Room C-344, third floor of Building C, Illinois Valley Community College. Bids will be publicly opened in Room C-342 and read aloud at the time. You are invited to be present if you so desire. Bids received after this time will not be accepted.

Bids must be made in accordance with the instructions contained herein. Submit Bid on the Bid Form provided. Bidders are required to complete the Bid Form. Submit your Bid in a sealed envelope to the Purchasing Office plainly marked with the Bidder’s Name and Address. Fax bids will not be accepted.

SITE INSPECTION
Prior to bidding, a site inspection is mandatory and shall be verified by sign-in at the office of the Director of Facilities, Room A-109; 815.224.0378.

TAX EXEMPTION
Illinois Valley Community College is exempt from Federal, State, and Municipal taxes.

SIGNATURE ON BIDS
Illinois Valley Community College, District 513, requires the signature on bid documents to be that of an authorized representative of said company.

Each Bidder, by making her/his bid, represents that she/he has read and understands the bidding documents and that these instructions to Bidders are a part of the specifications.

BIDDING PROCEDURES
1. No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College Board of Trustees.

2. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
Carpet Installation – Middle Floors of D & E Buildings
Bid No. PR07-19

3. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a bid. Should a Bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the Purchasing Director who will, if necessary, send written addendum to all Bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing.

REJECTION OF BIDS
The bidder acknowledges the right of the College Board to reject any or all bids and to waive informality or irregularity in any bid received. In addition, the Bidder recognizes the right of the College Board of Trustees to reject an offer if the offer is in any way incomplete or irregular.

ACKNOWLEDGEMENT OF ADDENDA
Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific bid. Identification by number of addenda and date issued should be noted on all bids submitted. Failure to acknowledge receipt of addenda may result in disqualification of bid.

CLERICAL ERRORS
If applicable, all errors in price extensions will be corrected by Illinois Valley Community College and totals for award determination corrected accordingly, unless the Bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at “lot”, and award determination made on the basis of total price submitted.

BID SECURITY
Bidders will be required to provide Bid Security in the form of a Bid Bond executed by the bidder as principal and having as surety thereon a surety company acceptable to the college in the amount of not less than five percent (5%) of the bid amount.

INSURANCE
The successful Bidder must furnish a valid certificate of insurance within ten days after the receipt of a Purchase Order.

PERFORMANCE BONDS
The successful Bidder will be required to furnish and pay for a satisfactory Performance and Payment Bond in the full amount of the contract. Said bond shall be delivered to the Owner.

PREVAILING WAGE RATE
Vendor shall not pay less than the prevailing rates of wages as determined by the Illinois Department of Labor for those performing work and shall comply with the requirements of the Illinois Prevailing Wage Act (820 ILCS 130/1-12).

CERTIFICATION FORM
Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your bid. Failure to do so may result in the rejection of your bid.
EQUAL OPPORTUNITY EMPLOYMENT

1. IVCC is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission.

2. Illinois Valley Community College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, education programs, and activities it operates.

________________________
Pat Reed
Director of Purchasing
ILLINOIS VALLEY COMMUNITY COLLEGE
Business Office
815 North Orlando Smith Ave.
Oglesby, IL 61348
Telephone: (815) 224.0417
pat_reed@ivcc.edu

INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:
www.ivcc.edu/purchasing
CARPET INSTALLATION – MIDDLE FLOORS OF D & E BUILDINGS
Bid No. PR07-19

BID FORM

To: Illinois Valley Community College
   District 513
   815 N. Orlando Smith Ave.
   Oglesby, IL 61348

For: Carpet Installation Middle Floors of Buildings D & E
   Illinois Valley Community College
   Oglesby, IL 61348

From: ___________________________________________________________________

The undersigned, having examined the premises of the work and being fully aware of existing conditions affecting the cost of the work, including applicable codes, regulations and statutes, and having completely and fully examined the Bidding Documents for the subject project and having full knowledge of the conditions and requirements thereof, proposes to perform the work in full compliance with the conditions and requirements of the Bidding Documents as follows:

BASE BID:

For all work required by the Bidding Documents, the amount of the bid is: __________

__________________________________________________Dollars ($_______________)

ADDENDUM RECEIPT: Receipt of the following Addenda to the Bidding Documents is hereby acknowledged:

No.____, Dated_______________
No.____, Dated_______________
No.____, Dated_______________

STIPULATIONS: The undersigned agrees to the following stipulations:

1. That, if selected, will enter into an Agreement based upon this Bid and submit a Certificate of Insurance within ten (10) days of receipt of Purchase Order.
2. That all work will be completed per the time frame indicated in the documents.

Signature:

Representative Name and Title: __________________________________________

Representative Signature: _________________________________________________

Company Name: ________________________________________________________

Date   Phone #     Fax #
Illinois Valley Community College

COURTESY “NO BID” RESPONSE

If your company decides not to submit an offer, Illinois Valley Community College, District 513, would appreciate your input as to why you are not participating. Please indicate your reason and return by bid due date to:

Pat Reed, Director of Purchasing
Illinois Valley Community College
815 North Orlando Smith Ave.
Oglesby, Illinois  61348
Phone:  815.224.0417
Fax:  815.224.0294

_____ previous commitments

_____ Unable to supply service

Other __________________________________________________________

____________________________________________________________________

______________________________
Company Name

______________________________
Authorized Signature
CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE
    DISTRICT 513
    OGLESBY, IL  61348

Pertaining to the bid titled: Carpet Installation - ML Buildings D & E
Bid No. PR07-19

I/we, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the “Criminal Code of 1961”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with Section 2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

____________________________________
NAME OF CONTRACTOR/BIDDER

____________________________________
TITLE

____________________________________
DATE

THIS FORM MUST BE RETURNED WITH YOUR BID TO:

Illinois Valley Community College
Director of Purchasing
815 North Orlando Smith Road
Oglesby, Illinois 61348